



Attendance Support Officer

Permanent, Part Time 13 hours per week, Term Time Only post

Salary: Grade £23,194 - £25,878 per annum pro rata.

Actual Salary: £7,045 - £7,860 per annum

Location: Fradley Park Primary & Nursery School with travel across the Trust schools required

John Taylor Multi Academy Trust (JTMAT) believes in the power of education to improve lives – and the world. We are seeking to appoint a motivated and collaborative Attendance Support Officer to join the JTMAT Central Team in our evolving Trust.

The successful candidate will be working closely with our Trust Attendance Strategy Manager to support pupils, families and schools to achieve good attendance and punctuality. This is a Trust wide role, and you will have the opportunity to support the implementation of strategic plans, analyse data and draft documentation for statutory processes.

Collaborating with schools, you will form partnerships that engage with, and support pupils and families to overcome barriers, as well as liaising with external agencies. You will use your knowledge of the issues facing pupil and families to prepare effective attendance action plans and parenting contracts.

Bringing an ability to communicate effectively and persuasively, you will have the tenacity and resilience to maintain focus on the desired outcome when barriers occur. You will need to be highly organised with an eye for detail, and have the professionalism to deal with sensitive and confidential matters.

If you have a passion for excellence and share our vision, we can offer you the opportunity to be part of a successful and progressive Trust, which is committed to ensuring learning is at the heart of all we do.

This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced disclosure and barring service check is a requirement of this post. A copy of our Safeguarding Policy is available to view on our website.

Please note if you are shortlisted, an online search will be carried out which may identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with you at interview.

Please note: CV's are not accepted. Only fully completed application forms are to be submitted for shortlisting.

Please review our Recruitment Pack on the school website before submitting your application.

Closing date: 12 noon on Friday 13th January 2023

Selection/Interview: Wednesday 18th January 2023 – this may be subject to change and shortlisted candidates will be advised.

Please return your fully completed application to hr@jtmatt.co.uk